

## Checklist for Posting to Transcripts

Before posting grades to the student's transcripts,

1. Verify the grades the students received are correct (Teacher verified)

*Grading and Standards > Reports > Grades Report*

2. Verify that the grades are present on students' report cards – No Missing Grades

*Grading and Standards > Reports > Grades Report – Missing Grades/Scores*

If an incorrect grade is posted to a student's transcript, only manual changes can be made to this grade

# How to Post to Transcript

The **Transcript Post** will take a snapshot of the students' grades and post them to the students' permanent record. This tool will only allow users to select calendars to which they have rights.

To post grades to the students' transcript file:

*System Administration > Student Portfolio > Transcript Post*

1. Select the **Calendars** for which to post transcripts
2. Select the **Credit Groups** for which to post transcripts
3. Select the **Terms** for which to post the transcripts
4. Select the **Grade Levels** of the students where the transcript grades will be posted
5. Mark the **Post Score Comments** to Transcript, if appropriate
6. Click the **Run** icon. The process may take a little time to run. When finished, a confirmation message will display indicating how many grades were posted
7. Click the **OK** button when finished
8. Verify the posted grades on the student's Transcript tab

*Student Information > General > Transcript*

**Post Grades to Transcripts**

This tool will take a snapshot of grades and post them to the students' permanent transcript. This tool can be run multiple times without duplicating records, but it will not update on the student's transcript.

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

15-16  
15-16 010 M AMW Waldorf  
15-16 010 T AMW Waldorf  
15-16 010 T AMW Waldorf YES  
15-16 024 S B Green  
15-16 024 T B Green  
15-16 024 T Bowling Green YES  
15-16 025 T B Green-Chacon  
15-16 029 T B Harte  
15-16 029 T B Harte YES  
15-16 032 T C Greenwood  
15-16 035 T C Basic  
15-16 035 T C Basic YES  
15-16 037 T C Wenzel  
15-16 037 T C Wenzel YES  
15-16 059 T David Lubin  
15-16 059 T David Lubin YES  
15-16 095 T E Warren  
15-16 095 T E Warren YES  
15-16 097 T A Lincoln  
15-16 097 T A Lincoln YES  
15-16 098 T C Chavez  
15-16 098 T C Chavez YES  
15-16 100 T E Kemble  
15-16 100 T E Kemble YES  
15-16 101 T SB Anthony  
15-16 101 T SB Anthony YES  
15-16 104 T E Creek  
15-16 104 T E Creek YES  
15-16 108 T EI Baker

CTRL-click or SHIFT-click to select multiple

**Select Credit Groups**

- HS Credits  
- A - History Social Science  
- AG  
- B - English  
- BG  
- C - Mathematics  
- CG  
- Community College  
- D - Science  
- DG  
- E - Language (other than Eng)  
- EG  
- F - Visual & Performing Arts  
- FG  
- G - Elective

CTRL-click or SHIFT-click to select multiple

**Select Terms**

No term specified  
Term 1  
Term 2  
Term 3  
Term 4

CTRL-click or SHIFT-click to select multiple

**Select Grades**

All grades  
01  
02  
03  
04

CTRL-click or SHIFT-click to select multiple

Post Score Comments to Transcript

**RUN**